Unit Action Plan
2019-2020

Division: **Academic Affairs**
Unit: **Registrar's Office**

Unit Mission:
The Mission of the Registrar's Office As a member of Academic Affairs, the Registrar's Office's primary mission is to support the education of Fitchburg State University students and to protect the integrity of the Fitchburg State University degree. The Registrar's Office is responsible for maintaining the accuracy and integrity of all student academic records, for both graduate and undergraduate students, including, but not limited to, registration, transcripts, enrollment statistics and verifications, major/minor changes, veteran status and support, degree evaluations, transfer course equivalencies and clearing students for graduation and awarding degrees. Located in the Anthony building, the constituents served by this office are students, faculty and staff.

Goals/Outcomes:	Associated Strategic Plan Goals:

1. Hire a New Assistant Registrar
2. Research a software for pre-registration
3. Research software for governance proposals and processing
4. New LAS/General Education Curriculum
5. New Engineering Major
6. Implement new 4+1 prograns
	1. **Hiring a New Assistant Registrar.** My office cannot function without an Assistant Registrar. This position is responsible for our Veteran students, Web master and graduate AP student population. All of which are vital for the overall health of the University's enrollment.
	   a. Post Position
	   b. Create a search committee and convene to go over job description
	   c. Review applications and choose top 5 to skype interview
	   d. Invite 3 candidates to campus
	   e. Make finalists recommendations to HR
	   f. Make an offer

2. **Research a new software for pre-registration.** We have many challenges with Slate vs Banner, which makes pre-registration difficult. Added to that, the complexity of using surveys, test scores, prescribed course lists from departments, and the process being manual, is costly and a huge burden on the Registrar staff. The goal would be to find a software that speaks with Banner that allows us to choose from a variety of possible schedule options, based on student needs.
   a. Enlist recommendations for software from like schools
   b. Invite vendors to campus for demonstration and include IT
   c. Make recommendation to IT and Provost for chosen vendor
   d. Purchase software and implement

3. **Research Software for governance proposals.** We need to look into a software, such as curricalog (that pairs with Acalog) for our governance proposals. This will allow information to flow automatically to our catalog and Banner. Currently this process is manual for many areas.
   a. Enlist recommendations for software from like schools
   b. Invite vendors to campus for demonstration and include IT
   c. Make recommendation to IT and Provost for chosen vendor
   d. Purchase software and implement

4. **New LAS/General Education Curriculum.** This is going to take a year or more to implement. There will be teams of people working on curricula, operational, programmatic and pedagogic tasks. These teams have already been created. My area would be focused on the operational working group.
   a. Assign a leader to the operational group

b. Convening of groups
    c. Plan of action
    d. Timeline
    e. Implementation, banner, degree works, catalog
5. **New Engineering Major.** The new Engineering major is a large overhaul of the Industrial Technology program. All courses new and existing, will need to be changed/built in Banner, the catalog, and, scribed in Degree Works. The program itself will also need to be built in Banner and scribed in Degree Works once approved by the BHE.
    a. Pull documents from 2018 and 2019 (courses and program changes)
    b. Create and implementation plan and timeline
    c. Build courses and program in banner
    d. Scribe program in degree works
    e. Send information to IR for catalog entry
6. **Implement new 4+1 programs with GCE**. We are starting with BS/MBA and then we will add additional 4+1 programs. Students admitted to the MBA 4+1 program can take up to 6 credits in their senior year. Students can register for any class in the MBA program except for MGMT9500. The 6 credits earned will be counted as graduate credits. Students who graduate at the end of their Senior year in good standing with a GPA of 3.5 or higher and have earned a grade of B or higher in their completed MBA course or courses may continue taking classes in the MBA program in the first term B after their undergraduate degree has been conferred (Summer Term B).
    a. Create an implementation team that consists of GCE, SA, FA and RO staff.
    b. Develop policies and design rules.
    c. Implement rules into banner
    d. Scribe program in degree works.

Objectives	Performance Measures/Targets
1. Keeping the momentum going in regards to investigating and implementing new technologies in the Registrar's Office, with the goal being giving students of the 21st Century the tools they want and need to be successful at Fitchburg State University.	1. At the end of the year we will assess any new technologies we acquire.